

**NAVAJO COUNTY, ARIZONA
PUBLIC WORKS DEPARTMENT
PLANNING & ZONING**

P. O. Box 668 / 100 West Public Works Drive, Holbrook, AZ 86025

Phone: (928) 524-4100 Fax: (928) 524-4399

**VARIANCE
APPLICATION**

(Revised February 21, 2016)

VARIANCE

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The following Article from the Navajo County Zoning Ordinance has been provided for your information:

Article 28. Section 2802. Item 2 (Variances):

The board may grant variances from the terms of the Zoning Ordinance concerning the construction or placement of buildings and structures associated with permitted uses when, due to **peculiar conditions**, a strict interpretation would work an unnecessary hardship, if in granting the variance the general intent and purposes of the Zoning Ordinance will be preserved. "**Peculiar conditions**" must relate to the property on which the use is proposed and shall include **exceptional narrowness, shallowness or shape, unusual topographic features, or other extraordinary features** of the property or its surroundings which would result in unnecessary hardship for the owner if the Zoning Ordinance were strictly applied. No variance shall be granted if the hardship has been self-imposed by the owner or is a matter of mere inconvenience or personal preference. In granting a variance, appropriate conditions to preserve the intent and purposes of the Zoning Ordinance may be prescribed. A variance shall not be granted so as to allow a use not permitted by the regulations applicable to the zoning district in which the property is located.

VARIANCE

APPLICATION INSTRUCTIONS

(Please Read Carefully)

NOTICE: No application will be processed or public hearing scheduled until all items have been received and the application is complete.

CHECKLIST:

- All information requested on the attached Variance application must be complete, and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- Two (2) copies of the site plan of the property, drawn to scale, clearly showing the Variance requested and all related property features. See attached sample plan and requirements.
- A filing fee of \$400 (non-refundable).
- A letter from the applicant stating reasons for requesting the Variance.
 - Identify special circumstances applicable to the property in question; remembering, any hardship which is a basis for a variance **must** relate to those conditions as specified by the Navajo County Zoning Ordinance (see attached section of the Navajo County Zoning Ordinance).
 - A personal or financial hardship **does not** constitute a hardship as it relates to the issuance of a zoning variance.

The Navajo County Board of Adjustment generally meets the second Wednesday of each month (based on case load), beginning at 9:00 a.m., in the Board of Supervisors Chambers at the Navajo County Complex in Holbrook, Arizona. Please contact staff to verify dates, times and locations of the meeting.

Scheduling for a public hearing before the Navajo County Board of Adjustment is based on all information and documents being submitted to, and accepted by, Navajo County staff.

Incomplete applications will be returned to the applicant.



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PLANNING & ZONING

Post Office Box 668 - 100 East Code Talkers Drive

Holbrook, Arizona 86025

(928) 524-4100 FAX (928) 524-4122

www.navajocountyaz.gov

VARIANCE APPLICATION

OWNER & CONTACT INFORMATION:

OWNER'S NAME: _____

OWNER PHONE NO.: _____ FAX #: _____

OWNER EMAIL ADDRESS: _____

OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT NAME: _____

COMPANY NAME: _____

CONTACT PHONE NO.: _____ FAX #: _____

CONTACT EMAIL ADDRESS: _____

CONTACT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PROPERTY INFORMATION:

LOCATION (include nearest town/community): _____

GENERAL DIRECTIONS TO PARCEL: _____

PROPERTY ADDRESS (if known): _____

LEGAL DESCRIPTION: Township _____ North, Range _____ East, Section(s) _____

ASSESSOR PARCEL NO.: _____

PROPERTY SIZE: _____ acres; _____ square feet

SUBDIVISION NAME: _____ LOT #: _____

DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

CURRENT ZONING: _____

By submitting this application, the applicant and property owner hereby consent to site visits in order for planning staff to prepare the case report to the Board of Adjustment and to post the property pursuant to A.R.S. §11-805, 11-813, 11-816, 11-829, or 11-831.

(continued):

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am the owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF _____)
COUNTY OF _____) SS

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires

For Staff use only:

Accepted by: _____ Date: _____

Submittal Approved: _____ Date: _____

Case #: _____ Fee: _____

Board of Adjustment: _____ Action: _____

Notes / Stipulations: _____

Identify difficulties or problems that would result from complying with the present zoning requirements:

Identify and explain all unique and peculiar circumstances that would prevent you from complying with the present zoning requirements on your property in regard to the following areas (slope, narrowness, shallowness, irregular shape, location, washes, vegetation, and easements):

Identify and explain any peculiar conditions in the surrounding area which would keep you from complying with the present zoning requirements:

Attach any additional comments regarding your request that you would like to provide:

VARIANCE

SITE PLAN INSTRUCTIONS

DEFINITION:

A plan, prepared to scale and accurately indicating all building and site dimensions, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the Variance request for the specific parcel of land.

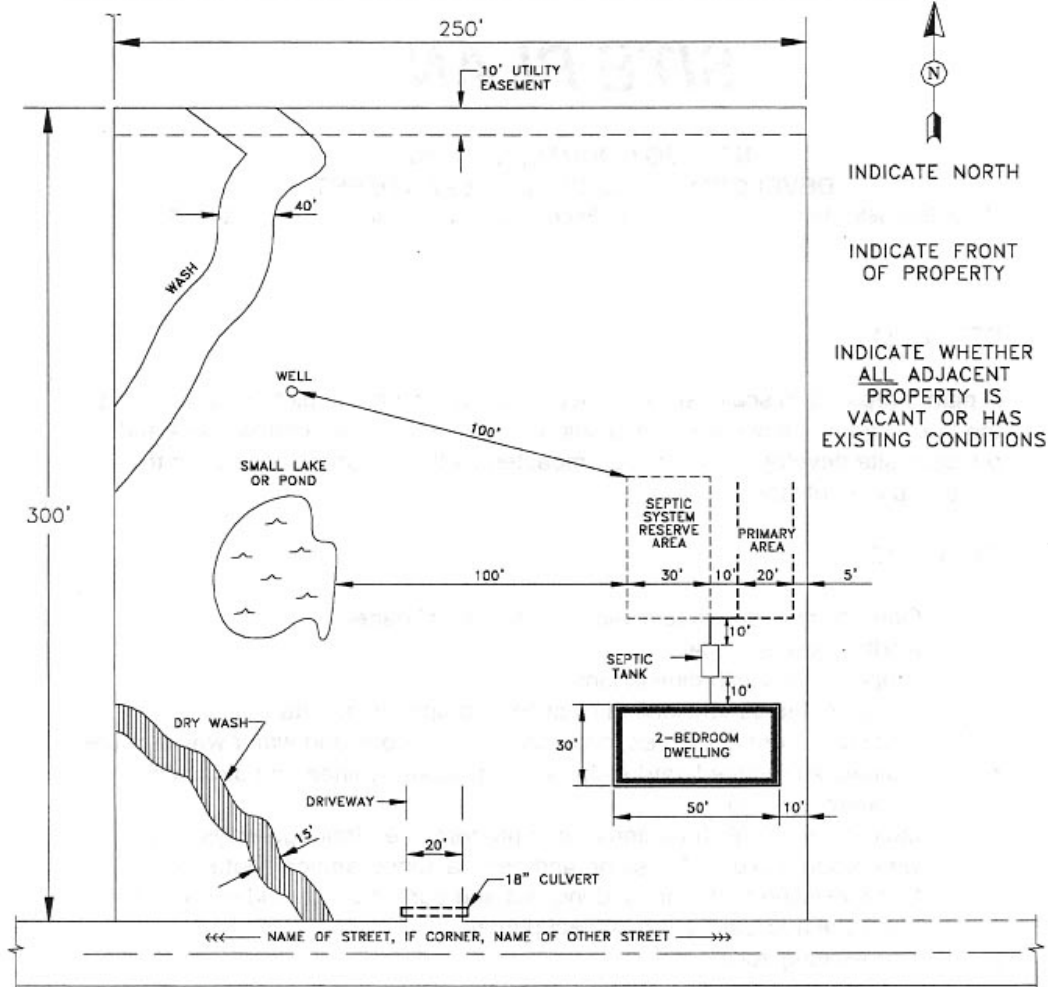
REQUIREMENTS:

1. Two (2) copies of the site plan, on 8-½" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic (including the leach field area) and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed access into and out of (ingress and egress) the subject property.
8. The Assessor's Parcel Number (APN) for the subject parcel.
9. The address for the subject parcel.
10. The existing zoning.
11. Owner's signature and date.

EXAMPLE SITE PLAN

Date: _____ Owner's Name: _____ Parcel No: _____

Address: _____



SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...